Title: Program Coordinator
Classification: Full-time, 40 hour/week (FTE 100%), salaried position
Supervisor: Executive Director
Start Date: December 2026 preferred
Location: This position has the flexibility to work a hybrid in-person/remote schedule. A minimum of three days per week at the FairShare office in Madison are required.
Compensation: Starting salary range is $44,799 - $52,590 annually, commensurate with experience.
Benefits: Health insurance reimbursement option; 401(k) retirement plan with employer match; annual CSA stipend; generous paid time off; flexible work hours; summer 1⁄2 day Fridays; volunteer time off; additional paid and unpaid parental and other forms of leave.

FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.

Organization and Position Overview
FairShare's mission is to build resilient food communities by investing in farmers and empowering eaters. Through outreach and education, we are building toward a fair and equitable food system in which small-scale farms can thrive and all families have access to locally produced food.

This position will primarily support our Partner Shares Program and annual Bike the Barns event. The Partner Shares Program provides financial assistance to hundreds of limited-income households annually across the midwest toward the purchase of CSA shares. Bike the Barns is FairShare's largest fundraiser: a day-long bike ride featuring FairShare farms, local food, on-farm activities, and live music. Proceeds benefit FairShare and the Partner Shares Program.

We offer a friendly and supportive workplace culture. Staff are passionate and enthusiastic about our work, and we recognize that everyone on the team is involved in our organization's vision and success. We value integrity, initiative, and open communication. And our focus on delicious food is a throughline for our work and informal time together.

Responsibilities
Partner Shares Program (45%)
- Administer the full Partner Shares application cycle, from intake and eligibility review through enrollment and season close-out, including helping applicants identify CSA pickup sites and payment plan options
- Maintain detailed program documentation and participant files
- Lead program evaluation and reporting, drawing on program records to track outcomes and inform improvements
- Serve as the primary point of contact for applicants, participants, and farmers
- Process SNAP/EBT benefit payments in the office, ensuring accuracy and compliance
- Build and sustain relationships with program partners, community leaders, donors and funders to expand program reach

Events (35%)
- Support coordination & administration of FairShare's annual Bike the Barns event (September 19, 2027), including:
  - Registration and rider communication and support

    - Lead event volunteer coordination & recruitment
    - Assist with food vendor coordination and local food procurement
    - Support site logistics, event permits, and planning
    - Day-of event support and site coordination
- Support FairShare staff with other events and outreach efforts as needed (i.e. farmer workshops/field days, conferences, program tabling, etc.)

Additional Organizational Support (20%)

- Support organizational email account management, merchandise order fulfillment, and other administrative tasks
- Support organizational communication and outreach
- Meet with staff supervisor weekly and attend regular staff meetings and trainings

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The skills and qualifications below will help you thrive in this role. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.

Qualifications You Bring:

- Ability to consider different viewpoints and center the perspectives of diverse communities into decision-making processes and communications
- Excellent written and oral communication skills
- Demonstrated ability to work independently and effectively balance several projects at once
- Strong attention to detail and organizational skills
- A collaborative spirit and willingness to support the changing needs of a dynamic organization
- Proficient in Google Workspace applications (Gmail, Calendar, Drive, Sheets)
- Comfort with video conferencing and basic digital communication tools
- *Physical Requirements:* Ability to sit at a desk and operate a computer for extended periods of time. This position makes occasional trips to farm sites, which requires walking over uneven terrain, and may be asked to lift up to 30lbs. Accommodations can be made.

It Would Be Great If You Also Bring:

- Demonstrated knowledge of local food, food access, and/or sustainable agriculture
- Experience in event planning and coordination
- Experience with website management, Adobe suite, and/or graphic design
- Communications experience across a variety of platforms (i.e. social media management)

<u>To Apply</u>

To apply for the Program Coordinator position please email tess@csacoalition.org with the following:

1. Cover letter
2. Resume / CV
3. Contact information for three professional references

Applications Deadline

This position will remain open until filled. **For priority consideration, apply by 11/2/26.** First round interviews will be held 11/9/26 and 11/10/26.